

# ***City of Roswell, NM***

## ***Human Resources Department***

P.O Box 1838

Roswell, New Mexico USA 88202-1838

(575) 637-6268

Fax: (575) 624-6927

January 11, 2016  
Police Recruit (16-002)

### **INFORMATION PACKAGE**

Thank you for your interest in employment with the City of Roswell Police Department. Please review carefully all the information provided. In order to be considered for employment with the Roswell Police Department, you must return application packet on or before December 31, 2016. Materials returned by mail must be postmarked on or before December 31, 2016 and mailed to the address above, Attn: Human Resources.

**The following information contained in the application packet must be completed and returned to the Human Resources Office as part of the application.**

1. *Application for Employment.* Complete pages 1 through 4 and page A as directed.
2. City of Roswell "*Pre-Employment Release and Waiver*" form.
3. *Physical Fitness Release and Consent Form.* Must be completed and signed by the applicant.

Also enclosed with the application packet is an Employment Information sheet on the City of Roswell Police Department, the Employment Procedure for the City of Roswell, Physical Fitness Demonstration Standards information and the Job Description. You may retain this information for your own personal records.

The City of Roswell will have two processes for Police Officer following the application deadline. One is for lateral transfer (New Mexico Certified Law Enforcement Officers) applicants and one for Police Recruit applicants. Salaries for lateral transfer applicants will be based on the years of experience.

During the application process, application packets will be reviewed by the Police Hiring Committee on a regular basis throughout the year. Enclosed are details of the pre-employment testing procedures.

If you have any questions regarding the Roswell Police Department employment process, you may contact Officer Ryan Posey (575) 624-6773 or Jettie Miles at (575) 637-6242.

**CITY OF ROSWELL, NM**  
**EMPLOYMENT INFORMATION**

**POLICE RECRUIT**

**GENERAL**

The following is a brief explanation of the City of Roswell Police Department (RPD) employment information and the City of Roswell benefits. This is not intended to be a complete explanation nor is it to be considered a contract regarding such employment and benefits.

**SALARY and ADDITIONAL PAY INFORMATION**

The starting base salary for a non-certified Police Recruit is **\$17.9393 per hour**.

Upon certification as Law Enforcement Officers by the State of New Mexico, Police Recruits will promote to a Police Officer at **\$21.4204 per hour**.

**RPD Additional Pay**

- **Pager Duty: \$25.00/month**
- **Bilingual Pay: \$50.00/month**
- **Detective Pay: \$50.00/month**
- **Swing Shift: \$0.75/hour**
- **Midnight Shift: \$1.00/hour**
- **Compensation for court time and training outside of normal duty hours**

**RPD Educational Pay**

Educational pay applies to those who currently have a degree prior to employment or received during employment.

- **Associates Degree \$50.00/month**
- **Bachelor's Degree \$100.00/month**

**Longevity Pay**

Full-time employees who complete three years of continuous service with the City receive longevity pay effective on the pay period closest to the third anniversary. Longevity is \$5.00 per month for each year of service beginning with \$15.00 per month at the third anniversary. The amount of longevity increases annually thereafter.

**WORKING CONDITIONS**

The RPD works various shift rotations to include weekends and holidays.

**UNIFORMS**

The RPD provides its officers with an initial set of uniforms and, after 18 months of continuous service, a uniform allowance of \$800.00 per year. Thereafter, equipment provided includes a baton, handcuffs, ballistics vest and a raincoat. All other equipment must be provided by the Police Officer/Police Recruit and must meet RPD regulations.

## **TRAINING**

Non-certified applicants who are accepted for employment with the RPD will be sent to the New Mexico Law Enforcement Academy in Santa Fe for certification in a twenty-two (16) week course. The non-certified officer must be certified within one year of the date of hire.

Applicants who are certified in another state may be considered for the abbreviated certification process at the New Mexico Law Enforcement Academy in Santa Fe.

Employees who are hired and who attend the New Mexico Law Enforcement Academy do so at the expense of the City of Roswell and are paid while at the academy.

## **HEALTH INSURANCE** (Voluntary)

Health insurance coverage is provided through the State of New Mexico.

## **LIFE INSURANCE**

Life Insurance is provided through the State of New Mexico.

## **DENTAL INSURANCE** (Voluntary)

This is a voluntary benefit paid for by the employee. Coverage is provided through Delta Dental. Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

## **VISION INSURANCE** (Voluntary)

This is also a voluntary benefit paid for by the employee. Coverage is provided through Vision Service Plan (VSP). Employees may enroll themselves alone or employees may enroll themselves and all eligible dependents.

## **RETIREMENT**

The City of Roswell is a member of the Public Employees Retirement Association (PERA). All City employees except full-time students and temporary employees must be a member of PERA as a condition of employment.

Police personnel contribute 17.8% of their salary for retirement and the City contributes 18.9%. Police members may retire with 25 years of service at 75 percent.

### **ANNUAL LEAVE (VACATION)**

Annual leave begins to accrue on the first of the month following 30 days from the date of hire but cannot be utilized until after satisfactory completion of the initial probation period, which is one year. Accrual rate for full-time employees is based on years of service as follows:

<b>1 - 60 months of service</b>	<b>6.66 hours per month (80 hours per year)</b>
<b>61 - 180 months of service</b>	<b>10.0 hours per month (120 hours per year)</b>
<b>181 or over months of service</b>	<b>13.33 hours per month (160 hours per year)</b>

The maximum amount of annual leave which may be carried over from one calendar year into the next is 200 hours.

### **SICK LEAVE**

Sick leave begins to accrue on the first of the month following 30 days from the date of hire. Sick leave accrues at the rate of 8 hours per month. There is no maximum number of hours which may be accrued. Sick leave has no other value and may not be converted to annual leave nor may it be sold back to the City.

### **HOLIDAYS**

The City of Roswell observes eleven holidays per year as follows:

New Year's Day  
Martin Luther King Jr. Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving  
Day After Thanksgiving  
Christmas Eve  
Christmas Day

A holiday which falls on a Saturday will be observed on the preceding Friday and a holiday which falls on a Sunday will be observed on the following Monday.

### **PERSONAL LEAVE**

An employee who has completed a full calendar year of employment receives one (1) shift paid personal leave per calendar year.

## CITY OF ROSWELL, NM EMPLOYMENT PROCEDURE

### POLICE RECRUIT

#### APPLICATION PROCESS

A selection process is normally conducted as deemed necessary by the Police Department. Job seekers, from out of town, who are interested in employment with the Roswell Police Department (RPD) may download the application package on-line at [www.roswell-nm.gov](http://www.roswell-nm.gov) or, if needed, call the Human Resources department and application will be mailed.

#### APPLICATION PROCESS PROCEDURE

1. Application Packet. The forms in the application packet and the application form must be completed in its entirety and returned to the Human Resources Department by the application deadline. Failure to present all documents as required in the cover letter will result in the candidate being disqualified from further consideration.
2. Driver's License/Criminal History Check. The application packets will be sent to the RPD for driver's license and basic criminal history checks. Applicants who meet the requirements will be notified of the pre-employment testing date. If selected, an independent driver's license check will be conducted.
3. Pre-Employment Testing. The pre-employment testing consists of a physical fitness demonstration and a written test. The physical fitness demonstration is based upon the requirements of the New Mexico Law Enforcement Academy and information on the requirements is included in the application information packet. Applicants who successfully complete the physical fitness demonstration will proceed to the written exam.

The written exam is a multiple choice exam. Materials necessary for the examination will be supplied. The exams will be scored immediately following completion of the exam. Please note that food, drinks, calculators and other personal belongings will not be allowed in the exam room. Also, beepers and/or cell phones must be turned off. Upon successful completion of the testing the applicant will be provided with a supplemental application package as indicated below.

4. Supplemental Application Package. This package must be completed in full and returned to the Police Department.
5. Interviews. Applicants who successfully complete the written test will be scheduled for oral interviews with the Police Hiring Committee. Applicants must travel at their own expense for the employment process. Applicants will be scheduled for an interview which will take place within two weeks of the testing date.

## **APPLICATION PROCESS PROCEDURE (Cont..)**

6. Ranking of Candidates/Eligibility Lists. The application packet, physical fitness demonstration information, written test score and oral interview scores will be reviewed by the Police Hiring Committee for eligibility ranking. The RPD typically has a certified eligibility list and a non-certified eligibility list. As openings become available, the selected applicant(s) will continue through the application process.
7. Background Investigation. When the applicant's name comes up on the eligibility list, the background investigation will commence. An applicant whose background investigation is rated unsatisfactory will be disqualified from further consideration.
8. Conditional Offer of Employment. Once the applicant passes the background investigation, the Human Resources Department will prepare the appropriate paperwork. When approved, they will offer the individual the position of Police Recruit contingent upon satisfactory completion of all portions of the application process which includes, but is not limited to, psychological exam, chiefs' interview and physical exam.
9. New Mexico Law Enforcement Academy (LEA) Exam. After the non-New Mexico Certified candidate has been employed, and is not certified by the State of New Mexico, he will be required to undergo an LEA physical examination prior to being sent to the academy. These exams will be conducted by a City-designated physician and will include:
  - a. Lab Work/Drug Screen:
    - Blood Chemistry (Chem 20 or equivalent)
    - Complete Blood Count (CBC)
    - Complete Urinalysis (not Dipstick)
    - Serology (RPR or equivalent)
    - Tuberculosis (Mantoux) Testing
    - Electrocardiogram (ECG) (Resting)
    - Chest X-Ray (CXR) (if Tuberculosis test is positive)
    - Drug Screen (THC, Cocaine, Amphetamines, Opiates, Barbiturates, Methadone, Methacholine, Phencyclidine, Propoxyphene, Benzodiazepines, Alcohol, Anabolic Steroids)
  - b. Physical exam interview by a City designated physician.
10. Disqualification Provisions. An applicant who is disqualified during any portion of the application process is eligible to participate in the next application process.

# ***CITY OF ROSWELL, NM***

## **PRE-EMPLOYMENT RELEASE AND WAIVER**

I hereby authorize any authorized representative of the City of Roswell bearing this release or a copy thereof to obtain information contained in any file, Motor Vehicle Record (MVR), computer bank, or other compilation system relating to former employment, educational, or criminal history information matters. This waiver extends to any and all information possessed by an educational institution or former employers. It also extends to any and all information possessed by local, state, or federal law enforcement agency which retains criminal history information. It extends also to any and all information compiled in the internal affairs or disciplinary records of any law enforcement agency wherein I have been accused of misconduct, whether sustained or not.

I understand that if I am hired for the position for which I am applying this release is good for the term of my employment with the City of Roswell.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Roswell.

Consent is granted for the City of Roswell to furnish the information described above to third parties in the course of fulfilling its official responsibilities. A photocopy or facsimile copy of this release form will be valid as an original thereof, even though the said photocopy or facsimile contains a copy of my signature.

I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, former employer of any capacity, law enforcement agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates resulting from the authorized release of information or attempted release of such information, pursuant to the terms of this release and waiver.

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant

Date \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_  
(Applicant)

Seal

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**RETURN TO THE CITY HUMAN RESOURCES DEPARTMENT SIGNED BY YOURSELF  
AND A NOTARY PUBLIC**

**CITY OF ROSWELL, NM**  
**PHYSICAL FITNESS RELEASE AND CONSENT FORM**

<b>POLICE RECRUIT</b>
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**Note: This form must be completed and signed by the applicant and submitted with the application. Failure to return this signed form will be cause for the package not to be considered by the Police Hiring Committee.**

**APPLICANT**

As an applicant for employment with the City of Roswell Police Department, I hereby acknowledge that I am required to undergo the physical fitness demonstration listed on the attachment in this application package.

I hereby state that I am of good health and have no medical conditions that this demonstration would aggravate. I specifically release the City of Roswell from any and all claims that I may have or that may be made on my behalf or by other persons claiming by or through myself by reasons of injuries or harm that may result to me from participating in this demonstration. I understand that I may withdraw from participation in this demonstration at any time I so desire.

This agreement shall be binding upon all my heirs and assignees, both present and future.

I certify that I have read and do understand, all the conditions contained in this release and consent form and do hereby willingly and knowingly affix my signature.

**APPLICANT:**

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SIGNATURE - WITNESS:**

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>COMPLETE &amp; RETURN WITH THE APPLICATION WITH YOUR SIGNATURE AND A WITNESS SIGNATURE</b>
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**CITY OF ROSWELL, NM**  
**PHYSICAL FITNESS DEMONSTRATION STANDARDS**

**POLICE RECRUIT**

Prior to entering a basic Police Training Program at the New Mexico Law Enforcement Academy, you must demonstrate a minimum fitness level as measured by the following battery of five tests. These tests are based upon the New Mexico Law Enforcement Academy standards and the 40th percentile as established by the Cooper Institute. A standard protocol is explained for each test. The minimum standards for the pre-employment physical fitness test will be equivalent to the appropriate age and gender category as noted in each testing procedure. In order to participate in these pre-employment testing procedures, you must submit the completed "Physical Fitness Release and Consent Form" with the application.

**#1 Aerobic Power**

**1.5 mile run**

**15:54**

**#2 Anaerobic Power**

**300 Meter Run**

**71 sec**

Equipment: A stopwatch or clock with a sweep second hand; an indoor or outdoor track or another suitable running area measured to 1.5 miles and 300 meters; testing forms to record data.

1. The applicant should refrain from smoking, chewing tobacco or eating for two hours preceding the test. Timely
2. Allow adequate time prior to the test for stretching and proper warm-up exercises.
3. During the administration of the test, the applicants can be informed of their lap times. If several applicants run at once, their individual times at the finish can be called out and recorded later.
4. An important consideration at the end of the runs is the "cool down" period. The applicants should be cautioned about not sitting or standing stationary immediately after the run to prevent venous pooling. They should be instructed to walk at least an additional five minutes to enhance venous return and aid and assist in recovery.
5. The applicant should remember to properly stretch before and after each exercise to help prevent any injuries.

**#3 Upper Body Strength**

**Push-Ups**

**1 minute maximum number**

**15 reps**

1. The hands are placed about shoulder width apart. The administrator places a fist on the floor below the applicants chest (unless a male is testing a female).
2. Starting from the up position (elbows fully extended), the applicant must keep the back straight at all times and lower their body to the floor until the chest touches the administrator's fist. Applicant then returns to the up position. Any resting should be done in the up position.
3. The modified push-up (for females only) is performed on the hands and knees with the back straight and hands slightly ahead of the shoulders in the up position.

<b>#4 Muscular Endurance</b>
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**Sit-Ups****27 reps*****1 minute maximum number***

1. The applicant starts by lying on their back, knees bent, heels flat on the floor, fingers interlaced and placed behind the head.
2. A partner holds the feet down firmly.
3. In the up position, the applicant should touch the elbows to the knees and then return until the shoulder blades touch the floor. Any resting should be done in the up position.

## CITY OF ROSWELL

EOE

POSITION OPENING #16-002

<b>POSITION:</b> Police Recruit	<b>DEPARTMENT:</b> Police
<b>WORK SCHEDULE:</b> Hours will vary according to schedule to include nights, weekends and holidays.	<b>STATUS:</b> Regular Full-Time
<b>HOURLY RATE:</b> \$17.9393 per hour	<b>DEADLINE TO RETURN APPLICATION:</b> Dec. 31, 2016
<b>OPENING DATE:</b> January 11, 2016	

### POLICE RECRUIT

#### Definition and Distinguishing Characteristics

This is entry-level, general duty, police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the prevention of juvenile and adult crime, apprehension of law violators, direction of traffic, general enforcement of laws and ordinances and preliminary and follow-up investigation of crimes.

Work is performed in accordance with departmental rules and regulations and upon specific oral and written instructions from a superior. While many decisions are limited by established procedure, independent judgment, usually based on precedent, must be exercised in the handling of specific cases. Some of the work actions are final and represent the last level of responsibility, but many are reviewed or reconsidered internally or by the judicial system before being considered final. The work requires knowledges that are to be learned on-the-job both through a formal training program and also with substantial supervisory participation. After training, work is performed without direct supervision; however, advice and guidance from a superior officer is usually available on non-routine matters. Work assignments and special instructions are received from a superior officer who reviews work methods and results through examination of reports, on-the-job observation, personal inspection, and discussion of work problems. Work involves considerable public contact, with both the general public and law violators in both adversary and non-adversary situations. Work involves a significant element of personal danger.

#### Typical Examples of Work Performed

Patrols an assigned area, on foot or in non-motorized or motorized vehicle, for the purpose of preventing and discovering crimes and enforcing all applicable laws and ordinances, including traffic and parking regulations.

Responds to calls for service as dispatched; provides necessary assistance to the general public, taking appropriate enforcement action when necessary.

Makes arrests upon observation of law violations, transports prisoners to detention facility for booking.

Conducts preliminary investigations of crimes including administering first aid, locating and obtaining information from witnesses and victims, and preparing report of findings and action taken.

Prepares reports on enforcement and other action taken for record-keeping purposes and for use in courtroom presentation, as necessary.

Operates enforcement-related equipment, including radar and breathalyzer, in accordance with State standards and departmental policy.

Attends police-related training classes and programs as required.

Provides information, advice, and assistance to the general public.

Conducts extensive follow-up investigations of crimes; interviews witnesses, interrogates suspects, takes statements and confessions.

May conduct covert investigations of certain criminal activity including, but not limited to, the illegal sale of narcotics, the selling of stolen merchandise, gambling activities, etc.

May be required to wear and use a respirator.

Performs related work as required.

### **Knowledges, Skills and Abilities**

Ability to acquire knowledge of approved principles and practices of law enforcement work and applicable laws and ordinances.

Ability to acquire knowledge of departmental rules, regulations and procedures.

Ability to acquire knowledge of first aid methods and techniques.

Ability to acquire knowledge of investigative techniques and practices.

Ability to acquire skill in the use and care of firearms.

### **Knowledges, Skills and Abilities (Cont...)**

Ability to acquire skill in the operation of a motor vehicle safely and efficiently, occasionally at a high rate of speed. Ability to observe situations objectively and to report and record them clearly and accurately.

Ability to deal courteously, yet firmly and effectively, with the public in police situations.

Ability to exercise good judgment in emergency and non-emergency situations; to act quickly and calmly in resolving problems.

Ability to wear and use a respirator.

Ability to drive City vehicles safely and efficiently.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

### **Minimum Requirements of Education and Experience**

Graduation from a standard senior or vocational high school, and possession of a good reputation and background which will withstand pre-appointment investigation.

Minimum age of 20 at time of hire and must turn 21 on or before the date of graduation from the New Mexico Law Enforcement Academy.

Must be a U. S. Citizen.

Weight must be in proportion to height.

Never have been convicted of any felony crime or any crime involving moral turpitude.

Eyesight must be no worse than 20/100 corrected to 20/20 in both eyes with no color or night vision difficulties.

Must be able to pass a rigid background investigation including work history, character, honesty, integrity, criminal record, driving record, etc.

Must be free from any physical or emotional defects which might adversely affect performance in job related situations.

### **Necessary Special Qualifications**

Must possess and maintain a valid Class D driver's license issued by the State of New Mexico and be insurable by the City's insurance carrier.

Within one year of employment, certification by the State of New Mexico as a sworn Law Enforcement Officer.

Continued maintenance of firearm qualification standards.

Must maintain a telephone.

### **Other Necessary Requirements**

Must pass a pre-offer physical agility test, written exam, interview and background investigation.

Must pass a post-offer pre-employment psychological examination.

Must pass a post-offer pre-employment complete physical given by a City-designated physician.

Must pass a post-employment Law Enforcement Academy exam given by a City-designated physician.

**Note:** Promotes to Police Officer classification upon completing requirements for, and receiving, a New Mexico Police Officer Certification.

**IF YOU REQUIRE SPECIAL ACCOMMODATIONS, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT CITY HALL, 425 N. RICHARDSON, (575) 624-6700, EXT. 268**

APPLICATIONS WILL BE PICKED UP ON A WEEKLEY BASIS  
DURING THE POSTING CYCLE